

Agricultural Marketing Service  
Office of Deputy Administrator for Marketing Programs  
Fruit and Vegetable Division  
Market News Branch  
Field Office  
GS-326-03  
Office Automation Clerk

SJ FV1

## I. INTRODUCTION

This position is located in a field office of the Market News Branch, Fruit and Vegetable Division. The office is responsible for reporting market news information of fresh fruits and vegetables, ornamental crops, or other products which may be traded on the local shipping point or wholesale market.

The incumbent serves as an Office Automation Clerk responsible for performing a variety of typing and general clerical assignments for the office.

## II. DUTIES AND RESPONSIBILITIES

Utilizing a microcomputer for word processing and related functions, types into final form from rough draft, handwritten notes, satellite copy, and partially from direct dictation market reports for publication and satellite transmission, summaries, and other narrative and statistical material. Typing assignments require the use of a variety of formats and the need to determine arrangement of tabular material which has numerous headings and subheadings.

Operates the computer equipment for both transmitting and receiving market news information data and reports.

Maintains mailing list of subscribers and prepares subscription notices when due.

Responds to telephone calls or personal requests for information made available by the market reporter or over the satellite system; maintains files, prepares requisitions for supplies and duplication orders, and performs other related duties as assigned.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

### III. FACTORS

#### 1. Knowledge Required by the Position Level 1-2, 200 points

Skill in operating a microcomputer for preparation and receipt of market news reports and for word processing functions, and an electric typewriter. A qualified typist is required.

Knowledge of grammar, spelling, capitalization, punctuation, and recurring technical terminology to type material into final form from rough draft, handwritten notes, satellite system copy, or from direct dictation.

Skill in operating computer equipment in order to send various messages or recall messages previously sent by the local office or other offices.

Knowledge of the functions of the organization and office to refer phone calls and provide non-technical information.

Knowledge of the office filing system in order to classify, search for, and dispose of materials.

Knowledge of regulations concerning mailing lists and zip code arrangements required by the Postal Service.

#### 2. Supervisory Controls Level 2-2, 125 points

The incumbent reports to the Officer-in-Charge or to the Head Clerk where designated. Routine duties are performed independently, but the supervisor is available to provide assistance on unusual assignments or otherwise as needed. Completed work is spot-checked for conformance with instructions and procedures.

#### 3. Guidelines Level 3-2, 125 points

Guidelines include dictionaries, correspondence manuals, written office guidelines, Agency, Department, Division, and Branch instructions. The employee uses judgment in selecting the most appropriate guide covering specific situations and is responsible for appropriate spacing and arrangement of material. Assistance is available from higher level personnel for situations involving deviations from or absence of applicable guidelines.

#### 4. Complexity Level 4-2, 75 points

The material is typed into final form from rough draft, handwritten copy, or direct dictation. Typing assignments involve technical terminology, extensive use of abbreviations, and numbers.

The incumbent is responsible for grammar, spelling, capitalization, and punctuation and to assure proper format, enclosures, and distribution. The incumbent refers calls and mail based on knowledge of office operation and files material according to AMS Instructions.

5. Scope and Effect Level 5-1, 25 points

The purpose of the work is to provide typing and clerical support to the office. The work contributes to the efficiency and effectiveness of office programs.

6. Personal Contacts Level 6-2, 25 points

Personal contacts are with other employees of the office, office visitors, and callers.

7. Purpose of Personal Contacts Level 7-1, 20 points

Contacts are for the purpose of obtaining and providing information, taking and relaying messages, and referring callers and visitors to appropriate office or agency to best satisfy their request(s).

8. Physical Demands Level 8-1, 5 points

The work is sedentary. There may be some walking, standing, bending, and carrying of light items such as paper and files.

9. Work Environment Level 9-1, 5 points

The work is performed in an office setting.